

MINUTES OF MEETINGS
ON
DETAILED PLANNING SURVEY ON
PROJECT FOR REVISION OF DAR ES SALAAM URBAN TRANSPORT
MASTER PLAN
IN
UNITED REPUBLIC OF TANZANIA
AGREED UPON BETWEEN
PRESIDENT'S OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT
AND
JAPAN INTERNATIONAL COOPERATION AGENCY

In response to the official request of the Government of the United Republic of Tanzania (hereinafter referred to as "GOT") to the Government of Japan, the Japan International Cooperation Agency (hereinafter referred to as "JICA") dispatched the Detailed Planning Survey Team (hereinafter referred to as "the Team") headed by Mr. Tetsuji GOTO, from April 21 to April 29, 2016, for the sake of formulation of the Project for Revision of Dar es Salaam Urban Transport Master Plan (hereinafter referred to as "the Project").

The Team held a series of discussions with the President's Office, Regional Administration and Local Government (hereinafter referred to as "PO-RALG") to develop the draft of Record of Discussions of the Project. Both sides hereby confirm the results of the discussions described on the attachment.


Dar es Salaam, April 27, 2016



Eng. Musa I. Iyombe
Permanent Secretary
President's Office
Regional Administration and Local
Government



Mr. Tetsuji GOTO
Leader
Detailed Planning Survey Team
Japan International Cooperation
Agency



Ms. Sarah Yohana Nkhambi
Acting City Director
Dar es Salaam City Council

ATTACHMENT

1. Record of Discussions (R/D)

Both sides had a common understanding of the draft of R/D, as shown in ANNEX 1. Both sides likewise understood that the detailed contents of the R/D are subject to change based on further internal consideration by both sides and their mutual agreements. It will be agreed and signed among JICA and the Tanzanian authorities after approval from JICA Headquarters and authorities of the Tanzanian side.

2. Land Use Policy

Ministry of Lands, Housing and Human Settlements Development (hereinafter referred to as "MOLHHSD") had tried to formulate the Dar es Salaam Master Plan (hereinafter referred to as "DSMP"). The Draft Final Report of the DSMP was submitted in 2012, however, it has not been finalized.

To formulate the sound transport system, it is a key to harmonize appropriate future population forecast, future urban structure, and Land Use Policy between the DSMP and the Project. For preparation of the Urban Transport Master Plan (hereinafter referred to as "UTMP") which will be formulated through the Project, it is necessary to include Land Use Policy which is harmonized with the DSMP.

In order to address the above-mentioned issues properly, participation of relevant agencies and its coordination have to be strongly encouraged. The involvement of MOLHHSD is critical for successful transport planning and its realization afterwards.

3. Public Transport Plan

The Public Transport Plan was formulated in the Urban Transport Policy and System Development Master Plan for the City of Dar es Salaam in 2008, and it suggested transport network including Bus Rapid Transit (hereinafter referred to as "BRT") and buses services. GOT has implemented the plan accordingly and BRT installation and operationalization are ongoing. Because the population in Dar es Salaam city is increasing much more rapidly than prospect at that time, both sides confirmed that it is critically important for the UTMP to verify future traffic demands carefully and formulate the Public Transport Plan with consideration of linkage with other modes such as road, Non-Motorized Transport and Maritime Transport. The UTMP should also examine the possibility of introducing larger capacity of public transport mode

such as Mass Rapid Transit (MRT) and/or Light Rail Transit. High demands for larger public transport mode and necessity of MRT were pointed out in the series of meetings.

4. Project Office

Both sides confirmed that Dar es Salaam City Council (hereinafter referred to as "DCC") will do best effort to provide an office space with necessary equipment for the Project. DCC in collaboration with PO-RALG is requested to inform JICA Tanzania Office about availability or alternative option before official signing of R/D.

5. Implementation structure

Both sides agreed that the Project will start after the Joint Coordinating Committee (hereinafter referred to as "JCC") is established. Once it is established, GOT should notify JICA in writing.

6. Counterpart to JICA

Both sides agreed that when starting the Project, the counterpart agencies to JICA will be PO-RALG and DCC, however, after establishment of the Dar es Salaam Urban Transport Authority (hereinafter referred to as DUTA), DUTA is supposed to take over important role for coordination and monitoring of urban transport of Dar es Salaam. Once DUTA is established and capacitated, DUTA is expected to be the counterpart agency. Timing and other details should be discussed and decided in Secretariat and JCC framework accordingly.

JICA requested PO-RALG to establish DUTA as soon as possible.

7. Environmental and Social Considerations

The Team explained that the Project should be conducted in line with Tanzanian national and international legislation and the "JICA Guidelines for Environmental and Social Considerations". It stipulates to conduct Strategic Environmental Assessment (hereinafter referred to as "SEA") as a necessary step for planning which includes stakeholders' participation and so on. The Draft of Terms of Reference on Environmental and Social Consideration is given in the Annex 2 of R/D.

Both sides agreed that the Tanzanian side should have responsibility for implementation of SEA process smoothly.

Due to the capacity of the Tanzanian side, they requested JICA to support for implementation of SEA.

8. Sharing data

Tanzanian side mentioned that it is necessary to utilize the data/system which is collected or formulated during the Project period.

9. Approval of the UTMP

Both sides agreed that PO-RALG has responsibility to facilitate the authorization of the UTMP officially with relevant agencies for its effective, efficient and suitable use.

Both sides also confirmed that after the UTMP is approved, PO-RALG will be responsible for implementation and monitoring of it.

ANNEX 1: RECORD OF DISCUSSIONS (DRAFT)

ANNEX 2: LIST OF PARTICIPANTS

(DRAFT)

RECORD OF DISCUSSIONS
ON
PROJECT FOR REVISION OF DAR ES SALAAM URBAN
TRANSPORT MASTER PLAN
IN
UNITED REPUBLIC OF TANZANIA
AGREED UPON BETWEEN
PRESIDENT'S OFFICE,
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT
AND
JAPAN INTERNATIONAL COOPERATION AGENCY

Dar es Salaam, [date]

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Eng. Musa I. Iyombe
Permanent Secretary
President's Office,
Regional Administration and Local
Government

Mr. Toshio Nagase
Chief Representative
Tanzania Office
Japan International Cooperation
Agency

Ms. Sarah Yohana Nkhambi
Acting City Director
Dar es Salaam City Council

Based on the minutes of meetings on the Detailed Planning Survey on the Project for Revision of Dar es Salaam Urban Transport Master Plan (hereinafter referred to as “the Project”) signed on April 27, 2016 among the President’s Office Regional Administration and Local Government (hereinafter referred to as “PO-RALG”), the Dar es Salaam City Council (hereinafter referred to as “DCC”), and the Japan International Cooperation Agency (hereinafter referred to as “JICA”), JICA held a series of discussions with PO-RALG, DCC, and relevant organizations to develop a detailed plan of the Project.

Both sides agreed the details of the Project and the main points discussed as described in the Appendix 1 and the Appendix 2 respectively.

Both sides also agreed that PO-RALG, the counterpart to JICA, will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of United Republic of Tanzania (hereinafter referred to as “Tanzania”).

The Project will be implemented within the framework of the Agreement on Technical Cooperation signed on November 2, 2004 (hereinafter referred to as “the Agreement”) and the Note Verbales exchanged on January 13, 2016 between the Government of Japan (hereinafter referred to as “GOJ”) and the Government of Tanzania (hereinafter referred to as “GOT”).

Appendix 1: Project Description

Appendix 2: Main Points Discussed

Appendix 3: Minutes of Meetings on the Detailed Planning Survey on the Project for Revision of Dar es Salaam Urban Transport Master Plan

PROJECT DESCRIPTION

Both parties confirmed that there is no change in the Project Description in the minutes of meetings for the Detailed Planning Survey on the Project signed on April 28, 2016 (Appendix 3).

I. BACKGROUND

Dar es Salaam is Tanzania's largest and most important industrial and commercial center with 4.4 million inhabitants in 2012. With population growth of 5.6 percent per year, Dar es Salaam has become the third fastest growing city in Africa. Its population is expected to reach more than 10 million by 2035. The urbanization is also observed in the neighboring districts of Dar es Salaam. Dar es Salaam is also critical to the region's economy. The land locked countries of Zambia, Burundi, Rwanda and Uganda as well as large parts of eastern Democratic Republic of Congo depend on the port and markets of Dar es Salaam for their import and export needs. This makes the city of strategic importance not just for Tanzania but also for large part of East Africa.

The city has about 3,500 km of roads, of which only about 20 percent are in good condition. City road density is barely 1.0 km/sq. km, there are only four main road arteries, and the system lacks adequate paved connecting roads between them.

In 2015, the GOT requested GOJ to implement a new project in order to update the Urban Transport Master Plan for Dar es Salaam considering current urban issues.

Responded to the Request, GOJ decided to conduct the project in accordance with the relevant laws and regulations in force in Japan and dispatches Japanese expert team for the Project.

II. OUTLINE OF THE PROJECT

1. Title of the Project

The Project for Revision of Dar es Salaam Urban Transport Master Plan

2. Expected Goals which will be attained after implementing the Proposed Plan

The revised Urban Transport Master Plan will be approved by GOT, and then it will work effective as a policy and program to resolve urban transport issue in Dar es Salaam.

3. Outputs

- (1) Revised Urban Transport Master Plan in Dar es Salaam, for which target year is set to be the year of 2040

(2) Technical Transfer to formulate/revise Urban Transport Master Plan

4. Activities

- (1) Review and Analysis of the current situation shown in below
 - 1) Current policy, legal and regulatory framework, and related plan for the urban transport
 - 2) Related past studies including the Dar es Salaam Urban Transport Master Plan developed in 2008 and the extent of its implementation to date
 - 3) The role, structure and capacity of key transport stakeholders
 - 4) Current condition of the urban transport infrastructure and facilities
 - 5) Current condition of the public transport services, road transport services, and traffic management services
 - 6) Socio-economic condition
 - 7) Development potential, challenges and constraints including Environmental issues toward future development in Dar es Salaam
 - 8) Current tendency of supports by other donors including World Bank, African Development Bank
 - 9) Current status of GIS data
 - 10) Current traffic condition by implementation of Traffic survey
 - 11) Other existing data and information related to the Project
- (2) Setting future urban structure and demand forecast
 - 1) Setting of development vision
 - 2) Conducting analysis by preparing alternative development scenarios on future urban structure
 - 3) Implementation of Strategic Environmental Assessment
 - 4) Setting socio-economic framework
 - 5) Conducting study on future traffic demand forecast
- (3) Formulation of Urban Transport Master Plan
 - 1) Setting of basic transport policy for Dar es Salaam
 - 2) Clarification of Land Use Policy for Urban Transport
 - 3) Formulation/Revision of Existing plans including Road Plan, Public Transport Plan, and Traffic Management Plan
 - 4) Formulation of Dar es Salaam Urban Transport Master Plan
 - 5) Conducting economic and financial analysis
 - 6) Formulation of phased implementation plan up to the year of 2025, 2030 and 2040
 - 7) Identifying prioritized projects
 - 8) Recommendation of legal framework for planning and implementation of Urban Transport Master Plan
- (4) Pre-Feasibility Study for selected prioritized project(s)
 - 1) Identifying prioritized project(s) for pre-feasibility study
 - 2) Conducting basic design studies
 - 3) Calculating estimated Project costs
 - 4) Conducting economic/financial analysis

- 5) Conducting environmental and social consideration study (pre-EIA/IEE level)
- 6) Recommendation of the institutional framework on planning, implementation management
- (5) Technical transfer through implementation of the Project
 - 1) Conducting analysis of the Capacity of the Tanzanian side related to urban transport planning in Dar es Salaam
 - 2) Formulation of a capacity development plan
 - 3) Conducting on-the-job trainings through the implementation of the Project
 - 4) Conducting training course in Japan
 - 5) Conducting workshops/seminars to formulate/monitoring the M/P

5. Input

(1) Input by JICA

(a) Dispatch of Mission

Tentative assignment of principal mission members

- 1) Team Leader/Transportation Planner
- 2) Urban Planner/Land use Planner
- 3) Traffic Survey/Transport Demand Model Specialist
- 4) Road Transport Planner
- 5) Traffic Management Specialist/ITS Specialist
- 6) Public Transport Planner/NMT Specialist
- 7) Public Transport Operator Contracts Specialist
- 8) Railway Engineer
- 9) Railway Service and Operations Specialist
- 10) GIS Specialist
- 11) Infrastructure/Investment PPP Specialist
- 12) Environmental and Social Considerations
- 13) Transport Economist/Financial Analyst
- 14) Institutional Analyst/Capacity Development Specialist

(b) Training in Japan

JICA will organize training courses on the Urban Transport in Japan, which will be held during the Project period.

Input other than indicated above will be determined through mutual consultations between the Tanzanian side and JICA during the implementation of the Project, as necessary.

(2) Input by the Tanzanian side

The Tanzanian side will take necessary measures to provide at its own expense:

- (a) Services of the Tanzanian side's counterpart personnel and administrative personnel as referred to in II-6;
- (b) Suitable office space with necessary equipment;
- (c) Information as well as support in obtaining medical service;
- (d) Credentials or identification cards and work permits;

- (e) Available data (including maps and photographs) and information related to the Project; and
- (f) Utility expenses necessary for the implementation of the Project

6. Implementation Structure

The project organization chart is given in the Annex 1. The roles and assignments of relevant organizations are as follows:

(1) Tanzanian side

- (a) Project Director
Permanent Secretary of PO-RALG
- (b) Project Manager
City Director of DCC

(2) JICA Missions

The JICA experts will give necessary technical guidance, advice and recommendations to the Tanzanian side on any matters pertaining to the implementation of the Project.

(3) Joint Coordinating Committee

Joint Coordinating Committee (hereinafter referred to as "JCC") will be established in order to facilitate inter-organizational coordination. JCC will be held whenever deems it necessary. A list of proposed members of JCC is shown in the Annex 1.

7. Project Site(s) and Beneficiaries

The Project will cover the whole administrative area of the Dar es Salaam City.

8. Duration

The Project will be carried out for 18 months from the arrival of the first mission.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Project Period																		
JCC		▲				▲						▲					▲	▲
Repors		▲ IC/R				▲ PR/R						▲ IT/R					▲ DF/R	▲ F/R

9. Reports

JICA will prepare and submit the following reports to the Tanzanian side in English.

- (1) 30 copies of Inception Report at the commencement of the first work period in Tanzania
- (2) 30 copies of Progress Report at the time about five (5) months after the commencement of the first work period in Tanzania
- (3) 30 copies of Interim Report at the time of eleven (11) months after the commencement of the first work period in Tanzania
- (4) 30 copies of Draft Final Report at the end of the last work period in Tanzania

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- (5) 60 copies of Final Report within one (1) month after the receipt of the comments on the Draft Final Report

10. Environmental and Social Considerations

- (1) The Tanzanian side will abide by national and international legislation and "JICA Guidelines for Environmental and Social Considerations" in order to ensure that appropriate considerations will be made for the environmental and social impacts of the Project.

III. UNDERTAKINGS OF THE TANZANIAN SIDE

1. The Tanzanian side will take necessary measures to:

- (1) ensure that the technologies and knowledge acquired by the Tanzania nationals as a result of Japanese technical cooperation contributes to the economic and social development of Tanzania, and that the knowledge and experience acquired by the personnel of Tanzania from technical training as well as the equipment provided by JICA will be utilized effectively in the implementation of the Project; and
- (2) grant privileges, exemptions and benefits to members of the JICA missions referred to in II-5 above and their families, which are no less favorable than those granted to experts and members of the missions and their families of third countries or international organizations performing similar missions in Tanzania.

Other privileges, exemptions and benefits will be provided in accordance with the Agreement on Technical Cooperation signed on November 2nd, 2004.

IV. MONITORING AND EVALUATION

JICA will conduct the following evaluations and surveys to verify how the proposed plan is utilized and draw lessons. The Tanzanian side is required to provide necessary support for them.

1. Ex-post evaluation three (3) years after the project completion, in principle
2. Follow-up surveys on necessity basis

V. PROMOTION OF PUBLIC SUPPORT

For the purpose of promoting support for the Project, the Tanzanian side will take appropriate measures to make the Project widely known to the people of Tanzania.

VI. MISCONDUCT

If JICA receives information related to suspected corrupt or fraudulent practices in the implementation of the Project, the Tanzanian side will provide JICA with such information as JICA may reasonably request, including information related to any concerned official of the government and/or public organizations of the Tanzania.

The Tanzanian side and relevant organizations will not, unfairly or

unfavorably treat the person and/or company which provided the information related to suspected corrupt or fraudulent practices in the implementation of the Project.

VII. MUTUAL CONSULTATION

The Tanzanian side and JICA will consult each other whenever any major issues arise in the course of Project implementation.

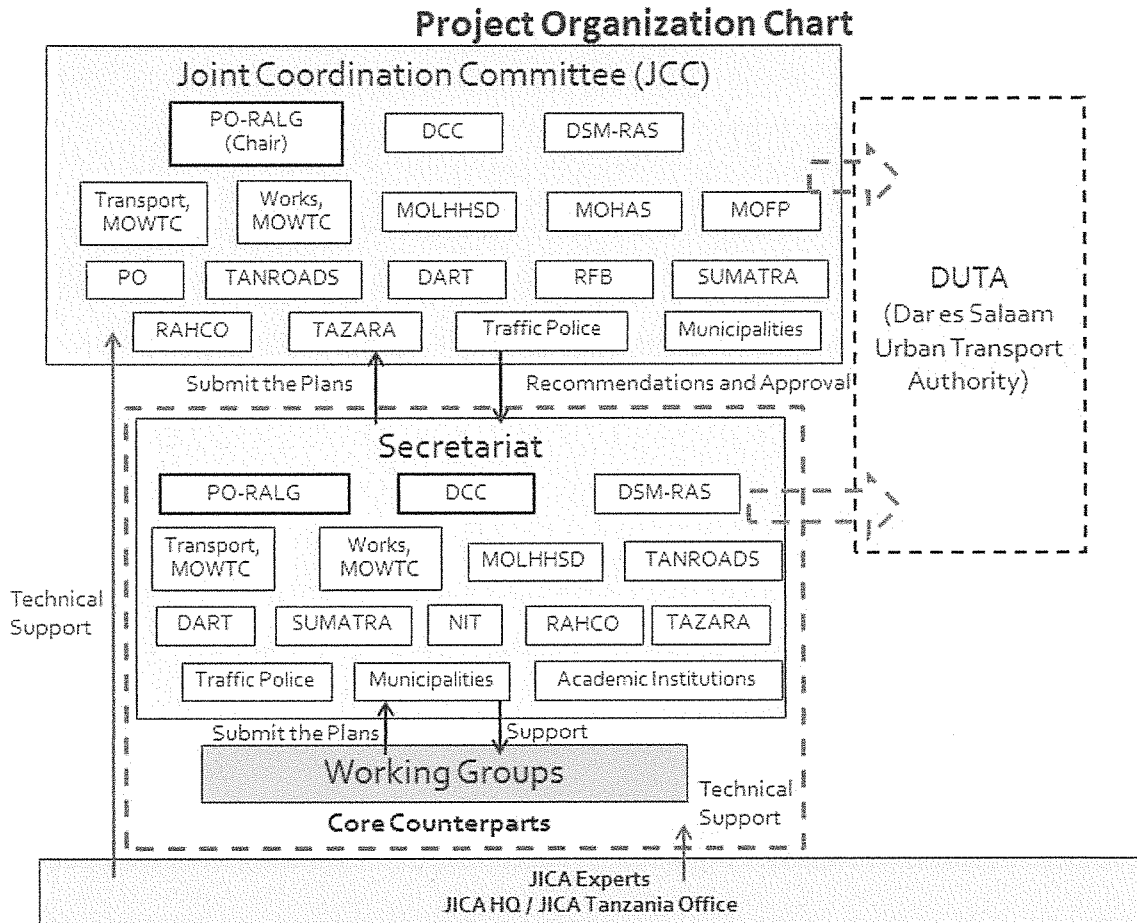
VIII. AMENDMENTS

The record of discussions may be amended by the minutes of meetings between the Tanzanian side and JICA.

The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the record of discussions.

Annex 1 Project Organization Chart

Annex 2 Draft Terms of Reference on Environmental and social Considerations



1. Composition of Joint Coordination Committees (JCC)

A) Chairperson

Permanent Secretary, President's Office – Regional Administration and Local Government (PO-RALG)

B) Committee members

(a) Tanzanian Side

- (1) PO-RALG
- (2) Dar es Salaam City Council (DCC)
- (3) Dar es Salaam Regional Administrative Secretariat (DSM-RAS)
- (4) Transport in Ministry of Works, Transport and Communications (Transport, MOWTC)
- (5) Works in Ministry of Works, Transport and Communications (Works, MOWTC)
- (6) Ministry of Lands, Housing and Human Settlements Development (MOLHHS)
- (7) Ministry of Home Affairs and Security (MOHAS)
- (8) Ministry of Finance and Planning (MOFP)
- (9) President's Office (PO)
- (10) Tanzania National Roads Agency (TANROADS)

- (11) Dar es Salaam Rapid Transit (DART)
- (12) Road Fund Board (RFB)
- (13) Surface and Marine Transport Regulatory Authority (SUMATRA)
- (14) Reli Asset Holding Company (RAHCO)
- (15) Tanzania and Zambia Railway Authority (TAZARA)
- (16) Zonal Traffic Police (Dar es Salaam)
- (17) Municipalities (Ilala, Kinondoni, and Temeke)
- (b) Japanese side
 - (1) JICA Experts
 - (2) JICA Tanzania Office
 - (3) Personnel concerned with the Project, if necessary
 - (4) Invited Observers (e.g. Japanese Embassy in Tanzania)

2. Secretariat

Tanzanian Side

- (1) PO-RALG
- (2) DCC
- (3) DSM-RAS
- (4) Transport, MOWTC
- (5) Works, MOWTC
- (6) MOLHHSD
- (7) TANROADS
- (8) DART
- (9) SUMATRA
- (10) National Institute of Transport (NIT)
- (11) RAHCO
- (12) TAZARA
- (13) Zonal Traffic Police (Dar es Salaam)
- (14) Municipalities (Ilala, Kinondoni, and Temeke)
- (15) Academic Institutions

The chair may invite necessary representatives of relevant organizations other than described above.

**DRAFT TERMS OF REFERENCE ON
ENVIRONMENTAL AND SOCIAL CONSIDERATIONS STUDIES**

1. The study compares and analyzes alternative plans of each option based on a strategic environmental assessment (environmental assessment at Policy (P), Planning (P), and Program (P), (PPP) level). Specifically, comparative analysis of alternative plans of each option needs to be conducted including likely environmental and social impacts after having carried out scoping process (clarify extremely important items on environmental and social impacts and its evaluation methods at the time of decision making such as policy, plan, and program levels).
2. After the Master Plan is formulated, scoping for the priority project which is selected through the comparative analysis of alternative plans of each option, is to be conducted (clarify items on environmental and social impacts). Specifically, items needed for conducting an environmental assessment for the selected priority projects are to be determined and the methods of baseline surveys and prediction to be decided.
3. Main items of the Study are as follows: (items (1) to (3) written below need to examine including environmental and social consideration aspects).
 - (1) Examination of objectives and goals on related policies and plans.
 - (2) Examination of alternative plans of each option in order to attain goals of the project under various conditions.
 - (3) Examination of policy and contents of plans (prediction of development, list of measurements and map showing the planned route and development area).
 - (4) Conduct of scoping (clarify extremely important items on environmental and social impacts and its evaluation methods at the time of decision making such as policy, plan, and program levels).
 - (5) Confirmation of existing environmental and social conditions of the proposed project area as a baseline data (land use, natural environment, culture and lifestyle of indigenous people and their communities, local economy and socio-cultural environment and others).
 - (6) Confirmation of legal framework and institution of recipient country on environmental and social considerations.
 - 1) Laws, regulations and standards related to environmental and social considerations (environmental impact assessment, resettlement, public participation, information disclosure and others).
 - 2) Gaps between the "JICA Guidelines for Environmental and Social Considerations, April 2010" and legal framework of Tanzania on environmental and social considerations.

- 3) Outlines of relative agencies and institutions responsible for the implementation of the project.
- (7) Prediction of the project's likely impacts.
- (8) Evaluation of the project's likely impacts and comparative analysis of alternatives at the PPP level including 'without project' option.
- (9) Examination of the mitigation measures (to be avoided, minimized and compensated).
- (10) Examination of the monitoring methods (monitoring items, frequencies and methods).
- (11) Preparation of scoping result for the priority project on items for environmental and social considerations (Alternatives which would be considered and the scope for important items on likely environmental and social impacts as well as draft prediction and evaluation methods).
- (12) Supporting of consultation local stakeholders (purpose of meeting, participants, content of meeting, and others).

Appendix 2

MAIN POINTS DISCUSSED

Besides the Main Point Discussed and confirmed by the minutes of meetings for Detailed Planning Survey on the Project signed on 28th April, 2016 (Appendix 3), both parties discussed and agreed on the following items;

1. xxx
2. xxx

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[Minutes of Meetings will be attached.]

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LIST OF PARTICIPANTS

Tanzanian Side

NAME	TITLE	ORGANIZATION
Sarah Yohana	Acting City Director	DCC
Swalehe Nyenye	Civil Engineer	DCC
Philip H. Mwakyusa	City Planner	DCC
Chionda Kawawa	Engineer	DCC
Emmanuel Ndyamukama	Engineer	PO-RALG
Charles A. Mariki	Urban Planner	PO-RALG
Eliurd L. Mwaiteleke	Senior Economist	PO-RALG
Josephat N. Shehemba	Engineer	RAS-DSM

Japanese Side

NAME	TITLE	ORGANIZATION
Tetsuji Goto	Leader	JICA Detailed Planning Survey Team
Kazuki Shimada	Technical Cooperation Planning	JICA Detailed Planning Survey Team
Ryuichi Ueno	Urban Transportation	JICA Detailed Planning Survey Team
Shinichi Fukasawa	Urban Planning / Land Use / GIS	JICA Detailed Planning Survey Team
Asami Kabasawa	Environment and Social Consideration	JICA Detailed Planning Survey Team
Nobuyuki Kobe	Representative	JICA Tanzania
Frits Olyslagers	JICA Expert	JICA Project (*)

(*)The Capacity Development Project for Improvement of Dar es Salaam Transport (Phase-2)

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